

Geoscience Australia Online Store: User Guide OM08

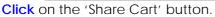
Share a Cart (Defence Approval)

These notes provide instructions on the permissions required for customers to complete a shopping cart and an order using the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.

Not all users for a customer have the permissions to submit an order. (ie. When the checkout process is completed the 'Place Order' button is not visible.) Users who only have the permission (role) to create or set up a shopping cart, need to 'share' their shopping cart with a user who has the permission to submit it as an order. (This feature can also be used for job sharing.)

Begin by searching and adding items to a new shopping cart. For details on creating a shopping cart see 'Online Store User Guide OM03 – Purchase Product'.

Site: Your Shopping Carl	t - Microsoft Internel	Explorer provided by Geoscience Australia		_ 8 ×
<u>File Edit View Favorite</u> :	s <u>T</u> ools <u>H</u> elp			
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Defence Store			Cart Orders Profile	
	7		SIS V Publication V Thematic Data Thematic Map	Topographic
Shopping Cart My	Shopping Lists N	ly Carts		
		Categories: All Products Go	Advanced Search	
	Your Shopp	ing Cart		
			Continue Shopping Checkout	
	Items Attac	hments Check Availability		
			Save Can Share Cart Save To List	
	🗹 This saved cart	'saved cart #2' expires on 14-JUN-2005		
	Delete Part Number	ltem	UOM Quantity Unit Price Total Price	
	1 42276	Kakadu National Park Thematic Map Tourist	Each 20 List \$8.41 List \$168.20 :\$0.00 : \$0.00 Net \$8.41 Net \$168.20	
	a 48426	<u>Canberra, a view from space satelite image map</u> Topographic Map Poster/Image	Each 15 List \$8.41 List \$126.15 :\$0.00 : \$0.00 Net \$8.41 Net \$126.15	
	18926	Adelaide Magnetic Domains Map 1:1m	Each 20 List \$20.00 List \$400.00 : \$0.00 : \$0.00 Net \$20.00 Net \$400.00	
	Delete Cart		Sub-Total: \$694.35 \$0.00	
			GST 10%(Rate: 10%): \$69.44 (Recalculate) Total: \$763.79	
l 🖉 javascript:checkNeedToUpd	ateQuantity ('RECALC')		Continue Shenning Checkout	Local intranet
			· · · · · ·	



Share S	aved Cart: saved cart #2					
						Cancel
Members						
List of mem	bers for the cart. You can add/modify/remove me	embers at any t	ime.		(A	Add Member
	Name	Email	Role	Notif	ý	Remove
No members	; have been added					
Cart Infor	mation					
Part Number	ltem		UOM	Quantity	Unit Price	e Total Price
42276	Kakadu National Park Thematic Map Tourist		Each	20	:\$0.0	1 List: \$168.2(0 : \$0.0(1 Net: \$168.2(
48426	Canberra, a view from space satelite image map ⁻ Poster/Image	Topographic Ma	^p Each	15	:\$0.0	1 List: \$126.1 0 : \$0.0 1 Net: \$126.1

To add a person(s) to the list, **click** on 'Add Member'.

	Search a	and Select: Members	
			Cancel
	Search		
		Search Name: 8Mart%	Go
contact		the customer. Oracle v	me, or enter a percent sign (%) to show all th vild cards (ie. '%' and '_') can be used.
		ind Select: Members	
	Search		Cancel Select
	Results	Search Name: 🕺	Go
	Select	Name	Email
		Alex Citizen	alex@amapcompany.com.au
		Charlie Citizen	charlie@anothermapcompany.com.au
		Chris Citizen	chris@aussiemaps.com.au
	\bigvee	Kerry Citizen	kerry@aussiemaps.com.au

Click the checkbox next to the required name or names, and click 'Select'.

Members			Cance	n Addard
List of members fi	or the cart. You can add/modify/remove m	iembers at any time.	C	Add Member)
Name	Email	Role	Notify	Remove
Kerry Citizen	kerry@aussiemaps.com.au	Administrator *		
Chris Citizen	chris@aussiemaps.com.au	Viewer		
Comments:				
optional comm	ents			*
				-

mel@agovtagency.gov.au

(Cancel) (Select)

Cart Information

Select a 'Role' from the dropdown list. The options are:

Mel Citizen

- Administrator The user is allowed to change the shopping cart and submit an order.
 This authority is over-ridden by the roles assigned to this user. So for example if the user doesn't have the 'role' that allows them to submit the order, they will not be able to do so, even though you have given them the authority to do so.
- Viewer The user is allowed to view the shopping cart only. They cannot make changes to the cart, nor can they submit an order.
- Participant The user is allowed to view the shopping cart and make changes to the cart, but cannot submit it as an order.

Click on the 'Notify' checkbox to send an email message to the user notifying them of the created purchase order request. Emails are also sent to these people when the shopping cart or pending order is changed.

Click 'Apply'.

To remove a user from the list of members **click** on the 'trashcan' icon under the 'Remove' heading.

ur	der Shared (een shared. Members will be instructed by e Carts' in the My Carts page.	mail how to ac	cess the	cart. The ca	rt will appea
Share	d Cart D	etails: saved cart #2				
					Continue	e Shopping
Member	rs					
Name		Email		Role		Notify
Kerry Citizen		kerry@aussiemaps.com.au	Adm	ministrator		~
Chris Cit	izen	chris@aussiemaps.com.au	View	er		
Commen	ts					
optional co	omments					
Cart Info	ormation					
Part Numbe	r	Item	UOM	Quantit	y Unit Price	Total Price
42276	Kakadu N	ational Park Thematic Map Tourist	Each	20	:\$0.00	List \$168.2 : \$0.0 Net \$168.2
					1 44 80 44	Liet \$126.4

To view the shared cart **click** on the 'Carts' icon, and **click** on the 'My Carts' heading. My Carts

Carts Saved Carts				
Click on a cart name to viev	w the details.			
Cart Name	Created Date	Exp	oiration Date	
saved cart #1	10-MAR-2005	13-JUN-2005		
Shared Carts Click on a cart name to viev	w the details.			
Carts Shared With You				
Cart Name	Created Date	Expiration Date	Shared By	Role
You do not have carts shared	d with you.			
Carts Shared By You				
Cart Name	Created Date	Exj	piration Date	
saved cart #2	15-MAR-2005	14-JUN-2005		

The shared cart will appear under the 'Carts Shared by You' heading. If a cart has been shared with you by someone else, the cart will appear under the 'Carts Shared With You' heading.

As an approver, **click** on the 'Carts' icon, and **click** on the 'My Carts' heading.

Click on the cart name that is 'Shared With You'. Review the shopping cart, or pending order. To place it as an order, **click** on the 'Place Order' button. An order confirmation message is displayed and the cart name will be removed from the shared members list of carts (including the user who created the cart).